

# MANAGEMENT PLAN BASIC REQUIREMENTS

Please refer to the following links for Minneapolis' license requirements for rental property:  
[http://www.minneapolismn.gov/inspections/rental/inspections\\_rentlicenseapp](http://www.minneapolismn.gov/inspections/rental/inspections_rentlicenseapp)



*Samples of forms that we will require you to use are noted with \* and are included in this document.*

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Rental Property Address: 729 16<sup>th</sup> St. E., Minneapolis, MN 55404

**Owner Name (person-required): Channing and Lorraine Scott**

Company Name:

Owner Full Street Address: 28100 Woodside Rd., Shorewood, MN 55331

Owner Phone: 612-242-8171

**Owner Email: CBoy3@yahoo.com**

**Licensee Name/Company (required if different from manager and owner):**

Full Street Address (not the rental property address):

Phone:

**Email:**

**Property Manager Name (required if different from Licensee and Owner):**

Full Street Address (not the rental property address):

Phone:

**Email:**

**YES / NO This plan applies to ALL of my rental properties in Minneapolis.**

**All parties with an ownership, management or license interest in the properties are required to enroll in the MPD's email Action Alert system. Therefore, we require that this form be filled out and returned by email.** You may also mail it to the MPD representative indicated in the mailed notice you received, or fax it to his/her attention (612-673-2750).

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## **PURPOSE**

This Management Plan is the foundation of the working relationship between the Rental License Holder and the Minneapolis Police Department. It is intended to assure that community standards will be upheld, and that all applicable laws and ordinances related to rental property will be followed.

## **TENANT APPLICATION AND SCREENING**

1. Applicants will be required to give their consent for a criminal history check, rental history profile and Unlawful Detainer history check. **Rental license holder will employ the following applicant screening service to perform background check:**

**Company: Rental History Reports**

**Mailing Address: 701 5<sup>th</sup> St. South, Hopkins, MN 55343**

**Phone #: 952-545-3953**

**Web address: [www.rentalhistoryreports.com](http://www.rentalhistoryreports.com)**

**Email:**

2. The following background information on applicants is provided by this company: Rental History, Criminal Background, Credit History
3. I use the following criteria when accepting tenants with a criminal history (specify types of crimes, time-frame where convictions or patterns of arrests are unacceptable): No criminal history is accepted
4. I am aware of Mpls Ordinance 244.1910 Tenant Screening Application Fees, and charge all applicants this fee. **AGREED**
5. See **Rental Application Denial Form\*** following this questionnaire. I will use this form, or a form with selected criteria from the form when receiving applications, and provide it to applicants. **AGREED**

**LEASE PROVISIONS**

6. I use the lease available from  
☒ Minnesota Multihousing Association  
☐ Minnesota Bar Association Standard Residential Lease  
☐ Minnesota Association of Realtors  
☐ If none of the above, I have attached/provided a copy of my lease.
7. The term of our rental agreement/lease is  
☐ month-to-month ☐ six months ☒ annual ☐ other: \_\_\_\_\_
8. I/we issue written warnings for the following conduct/lease violations by residents and/or their guests: **AGREED**
9. I/we give notice to vacate to residents for the following conduct/lease violations by residents and/or their guests (see **244.2020 (a) 1-7** for incidents which qualify for conduct violation notices) : **AGREED**
10. I will file for and pursue an eviction if residents in violation of the lease do not move. **AGREED**
11. I will visit this property, or have my employees visit it, at least weekly, to monitor the activity of residents and their guests. **AGREED**
12. If you discover that someone has moved in with a tenant without your permission, how do you deal with it? That person must move, only people listed on the lease may live in the unit.
13. I will use the **Crime Free Lease Addendum\*** (p. 10) or have equivalent language in my lease, that the tenant must read and sign before moving in. **AGREED**
14. I will use **Resident Conduct Rules\*** (page 7) and **Building Rules\*** (page 8), with provisions applicable to my property, that the residents must read and sign before moving in. **AGREED**

## **MONITORING AND INSPECTIONS**

In order to ensure that the property remains a safe and healthy environment for tenants and neighbors, adequate monitoring and inspections of the property are essential. Monitoring needs to address both the physical condition of the property and the conduct of tenants.

15. I will use the Minneapolis Police Department's standard written **Trespass Notice Form\*** (page 5) when ejecting persons who are not tenants from the property? **AGREED**

16. I will submit the Minneapolis Police Department's No Trespassing sign **Affidavit\*** (page 4) to the Crime Prevention Specialist assigned to the area of my property to authorize the use of city-issued No Trespassing Signs. (Refer to the map on page 17 for **Crime Prevention Specialist\*** area assignments.) **AGREED**

17. If you have a building manager, have you done the required background check required under **Minnesota Statute 299C.68** (Kari Koskinen Background Check Law)? **N/A**

18. I participate in the following local or regional rental property owner/manager group:

19. I/my agents have attended a Minneapolis City Sponsored Rental Property Owners Workshop on Date: If not, I/my agents will attend the next workshop scheduled.

**20. I will take the following steps to prevent further Conduct Violations and criminal activity by my residents and/or their guests:**

21. If a tenant or guest was arrested in the qualifying incident, they must move out and I will not move any so involved to another property I own or manage. **AGREED**

22. I am willing to attend block club or neighborhood association meetings when my property is on the agenda. **AGREED**

## **PLAN IMPLEMENTATION**

23. I will maintain all written and electronic records necessary to document the above management plan provisions upon request per the ordinance requirement to implement this plan within twenty-one (20) days of being accepted. You may receive an emailed request to confirm the implementation of your plan between 21 and 60 days of its acceptance.

24. Additional comments or questions you might have:

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***I agree to abide by the provisions I've set down in this management plan.***

Owner Name: Date:

*Channing and Lorraine Scott*

*March 1, 2013*

Authorized Property Manager :

Date:

***Management Plan Accepted on*** (Date)

